

~~CONFIDENTIAL~~VITAL MATERIAL SCHEDULELOGISTICS OFFICE

Office or Staff	Description of Material	To Be Deposited By	Direct Deposit or Microfilm	Estimated Frequency of Deposit	Remarks
Special Staff	Dept. of Defense Basic Support Agreements and Operating Agreements	LO/AS	Direct	As completed	
Admin. Staff	Mission and functions of all elements of LO	AS	Direct	As written or revised	
Admin. Staff	Aliases and Pseudos/LO	(FI/RI)			
Admin. Staff	Approved T/O for LO	Personnel		As changed	
Admin. Staff	Position Inventory for LO	Personnel		Three Months	
Admin. Staff	Personnel Information Cards	Personnel	Machine Run	Three Months	
Admin. Staff (Sec.)	List of Post Office Boxes serviced by LO	LO Sec. Officer	Microfilmed	Six Months	
Admin. Staff (Sec.)	List of Cleared Personnel (Contractor & Govt. Affiliates)	LO Sec. Officer	Microfilmed	Six Months	
Admin. Staff	LO Annual Final Budget Estimates	LO/Budget Officer	Direct	Annual	
Admin. Staff	LO Instructions & Proc.	AS	Direct	As issued	

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C & R Staff	Overall forecasts of material requirements (gross and net) covering a two-year period, as prepared by operating elements and submitted to LO approximately 15 April and 15 October of each year	C & R Staff	Microfilmed up to date, thereafter Direct	Semi-annual	
"	Procurement or "Shopping Lists" derived from forecast of materiel requirements	C & R Staff	Microfilmed up to date, thereafter Direct	Semi-annual	
"	Materiel requirements based on World-wide man-strengths (approved by DCI 3 June 1953) and FM Handbook No. 1, and revisions	C & R Staff	Direct copies (Microfilm if considered more feasible)	As prepared	
"	Documents reflecting a refinement of the information in preceding item which indicate weapons of approved calibers by country, and world-wide assets to meet such requirements	C & R Staff	Direct copies (Microfilm if considered more feasible)	As prepared	
"	Studies of world-wide assets (quantities and distribution)	C & R Staff	Direct copies (Microfilm if considered more feasible)	As prepared	

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C & R Staff	Annexes 1 and 2, Letter Order 52-43904, as annotated by Army Ordnance Corps to reflect material obligated for the Agency, and subsequent revisions as they are received from the Department of Army	C & R Staff	Direct copies (Microfilm if considered more feasible)	As prepared	
"	Studies on major problems or issues which require considerable time to accomplish the recommended action, or which require coordinated joint action with other Government agencies	"	"	"	
"	Any written Staff procedures	"	Direct	"	
Proc. Div.	Contracts, Amendments, Letters affecting Contracts and other documents such as Findings and Determinations, GSA Form 1036, etc. (This does not include specifications when, for security reasons, they are not made a part of IO files)	PD/AGI Br.	Direct	Currently as prepared	Withdraw when payment completed

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Proc. Div.	Ledger, Contracts and other Important Papers on Foreign Arms Procurement Matters	PD/SPB	Microfilm Ledger Copies Contracts	Quarterly as received	
"	GSA Procedural letters relating to the establishment and continuation of the General Working Fund for procurement of General Services material and supplies for special items, Region 3	PD/SPB	Microfilm or copies where possible	As received	
"	Accountings, special procurement, cash advance funds	PD/SPB	Copies	As prepared	
"	Advance to Contractors File	PD/SPB	Copies	As prepared	
"	Contracts executed by Special Purchases Branch	PD/SPB	Direct	Copies currently as prepared	Withdraw when payment completed
"	Any written Division operating procedures	PD/Off. of Chief	Direct	As written	
Supply Div.	Agency Catalogue Publications	SD/I&CS	Direct	As published	Automatic Replacement
"	Deeds of Trust Registered for Covert Vehicles	SD/SCS	Microfilm	Quarterly	

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Office or Staff	Description of Material	To Be Deposited By	Direct Deposit or Microfilm	Estimated Frequency of Deposit	Remarks
Supply/SCS	Stock Status Files (Includes "In Use") (Includes "In Transit")	Machine Records	Machine Run Cards	Semi-Annual	Automatic Replacement (Approximately 30% Cards)
Supply/SCS	New Balance Forward Cards	"	"	Each Cut-Off Period	To be made up each cut-off period (bi-weekly), used by Machine Records to serve their needs, and released for deposit as soon as possible prior to the next cut-off. To be held by the Repository until the next semi-annual Stock Status run and then destroyed. (Approx. 6% cards each run).
Supply/SCS	Activity Registers	"	"	"	Run each cut-off period and deposited with New Balance Forward Cards. To be held until the next semi-annual Stock Status run and then destroyed.
Supply/SCS	Stock Status Nomenclature Cards	"	"	Semi-Annual	Automatic Replacement. (Approx- imately 35% Cards).
Supply	Any written Division operating procedures	SD/Of. of Chief	Direct	As written	
Trans. Div.	Description and Assign- ment of all passenger carrying vehicles and trucks within the U.S. which are charged to Acct. #100. (3 x 5 Index Cards)	TD	Microfilm	6 months intervals	

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